



United States Department of Agriculture
Rural Development
Vermont/New Hampshire

WATER AND ENVIRONMENTAL PROGRAMS
APPLICATION GUIDE
VERMONT/NEW HAMPSHIRE

This guide is provided for the purpose of informing Rural Development applicants of the items to be included in a water or waste disposal application for funding. Applications should contain the following items:

NOTE: In lieu of filing a complete application, interested applicants may request a preliminary applicant/project eligibility and estimated loan/grant determination. Please contact Rural Development for further information if you are interested in this process.

1. Preliminary Engineering Report (two copies). In coordination with your professional engineer, please consult with Rural Development to discuss the project in its early stages as the level of detail varies depending on the type of project proposed. Guidance is available for engineers to utilize in preparing the reports and may be requested from Rural Development. Please contact our office to insure your engineer selection process meets Rural Development requirements.
2. Environmental Report (2 copies). RUS Bulletin 1794A-602, "Guide for Preparing the Environmental Report for Water and Waste Project" should be used in preparing the report. This Bulletin is available at www.usda.gov/rus/regs.html. As the items needed for completion of this report vary, please consult with Rural Development prior to beginning the report.
3. Application for Federal Assistance (SF 424). Should you have any questions on completing this form, please contact this Rural Development office. The application requires signatures by the authorized official in two places - the front page and at the bottom of the "assurances" page.
4. Certification of Compliance with Federal Requirements/Laws. This form which describes the overarching federal requirements (Debarment, Drug-Free Workplace, Lobbying, Equal Opportunity and Federal Debt Collection) must be executed by the Authorized Official and submitted with the application.
5. Data Universal Numbering System (DUNS). All applicants applying for Federal assistance are required to provide a DUNS number. This is unique nine-character identification number assigned by the commercial company Dun & Bradstreet. There is no charge for this number. Please call 1-800-333-0505 or 1-800-234-3867 or 1-866-705-5711 to obtain this number.

6. System for Award Management (SAM.) Registration. All applications for federal funding are now required to be registered in the SAM database prior to submitting an application. The website to obtain your SAM Registration is www.sam.gov . When registered you will receive a CAGE number and expiration date. These must be provided to RD. Your registration is good for one year and must be renewed if you receive an RD award and all funds are not yet advanced in that period. We strongly recommend that the e-mail used when registering for SAM be a generic e-mail rather than an individual employee. If the employee leaves, important messages from SAM (such as expiration reminders) will not be received.
7. Applicant's Narrative (form attached).
8. Last Town Report (towns only) and financial statements (all applicants) for the past three years.
9. Evidence of Organization. For towns and other public bodies, complete the attached "Certificate of Organization". Non-profit organizations must submit copies of their Articles of Incorporation and By-Laws. If the applicant is a non-profit corporation or cooperative, Form AD 3030, Representations Regarding Felony Conviction and Tax Delinquent Status for Corporate Applicants, must also be executed and submitted.
10. Current rate schedule and water/sewer ordinance (existing systems only).
11. Public Information Meeting (Non-Profit/Cooperative applicants only). Applicants are required to inform the general public regarding the development of any proposed project. Any applicant not required to obtain the approval by vote of the membership or by public referendum to proceed with the project, must hold at least one public information meeting. The meeting must give the citizenry an opportunity to become acquainted with the proposed project and to comment on such items as economic and environmental impacts, service area, alternatives or other issues. Applicants will be required, at least 10 days prior to the meeting, to publish a notice of the meeting in a newspaper of general circulation in the service area, to post a public notice at the applicant's principal office and notify Rural Development of the meeting date and time. A copy of the published notice and minutes of the public meeting must be provided to Rural Development.
12. Notice of Intent to File Application. Within sixty (60) days of filing an application, applicants must publish a notice of intent to apply for RD funding. The notice must be published in a newspaper of general circulation in the service area of the water/waste disposal system. A copy of published notice must be provided to RD. A suggested format for the notice is attached.
13. **FOR PROJECTS LOCATED IN VERMONT COUNTIES OF CALEDONIA, ESSEX OR ORLEANS::** This area has been designated a Rural Economic Area Partnership (REAP) zone and as such, you must contact Dave Snedeker at Northeast Vermont Development Association – dsnedeker@nvda.net to have the project entered into the benchmarking system. Please provide the task and benchmark numbers as part of your application to Rural Development.

14. **FOR NEW HAMPSHIRE APPLICANTS ONLY. Intergovernmental Review Comments or Evidence of Filing.** Applicants should submit one copy of the following items to: State of New Hampshire, Office of Energy and Planning, 107 Pleasant Street, Johnson Hall, Concord NH 03301

Brief “Request for Review” Coversheet (see attached).
Signed Form SF424, “Application for Federal Assistance”;
SF424A, or an equivalent federal budget summary
Project Summary – limited to a maximum of two paragraphs
Map showing the location of the proposed project, if appropriate

Please include a copy of your request with the application package you submit to Rural Development. If you have questions on the review process, please call the Intergovernmental Review Coordinator at 603-271-0596.

PUBLIC NOTICE
Notice of Intent to File Application

The ____-1-____ intends to file a loan/grant application with USDA, Rural Development's Rural Utilities Service for funds to ____-2-____. Details of the proposed project may be viewed at ____-3-____.

- 1- Name of Applicant
- 2- Brief Description of Proposed Project
- 3- Place where project may be reviewed. Usually town offices or engineer's office

To be published once in a newspaper of local circulation within 60 days of filing an application with USDA/Rural Development. A copy of the notice must be provided to your processing office.

CERTIFICATE OF ORGANIZATION

This is to certify that the _____ was duly incorporated
on _____ and has been in continuous existence since that date.

Dated this _____ day of _____, 2_____

Town Clerk

**NEW HAMPSHIRE INTERGOVERNMENTAL REVIEW PROCESS
REQUEST FOR REVIEW**

The enclosed information is submitted for review under the Intergovernmental Review Process.

For detailed information regarding the proposed project, please contact:

Name:

Phone Number:

Email Address:

Address: